

Monomoy Regional School District
MRMS Building Change Order Review Committee
Meeting Minutes

Date: May 12, 2026

Time: 5:30 PM

Location: Superintendent's Office, Central Office, 425 Crowell Road, Chatham, MA 02633

1. Call to Order

The regular meeting of the MRMS Building Change Order Review Committee was called to order at 5:33 PM by Peter Troy.

2. Attendance

- **Members Present:** Jackie Long, Meredith Henderson, Peter Troy, and Ed McManus.
- **Members Absent:** None.
- **Others Present:** Michael MacMillan (School Business Manager), Dr. Robin Millen (Assistant Superintendent), Inga Knox (ECC Corporation, Owner's Project Manager), and Molly Parris (Raymond Design Associates, Project Manager).

3. Public Comment

None.

4. Review and Approval of Prior Minutes

Prior minutes were presented for committee review.

5. Siding and Windows Project Updates & Discussion

The Committee reviewed project updates, upcoming membership transitions, and individual Change Order Requests (CORs) presented by Inga Knox and Molly Parris:

- **Financial Oversight & Review:** A committee concern was addressed regarding certain change order requests including duplicate bond charges. Ms. Knox confirmed that ECC will thoroughly review all submittals to ensure billing accuracy.
- **COR #003R1 (Unforeseen Louvers):** Ms. Knox and Ms. Parris presented the request regarding unforeseen exterior louvers discovered during construction. The committee questioned why these were excluded from the initial project scope, and Ms. Parris clarified that they were omitted from the mechanical drawings.
- **COR #007R1 (Gutters and Soffit):** The request entails removing and replacing gutters and

rebuilding the soffit for Phase 1 across two locations. Ms. Long confirmed that siding at returns would not be replaced to avoid duplicating the upcoming roofing project's scope. Ms. Parris noted that while removing and reinstalling new gutters is typically less cost-effective, it represents a necessary transfer of scope to coordinate with the roof design.

- **COR #008R1 (Sheathing and Vestibule Roof):** Ms. Parris reported severe dry rot in the vertical sheathing running down past the vestibule roof line. To address this properly and preserve future roof integration, the General Contractor must pull back the standing seam metal roof, replace the compromised sheathing, and reinstall a new ice/water shield with closely color-matched asphalt shingles. The committee questioned the cause of the degradation; RDA attributes the rot to localized high window exposure and a historical lack of flashing.
- **COR #013 (Pest Management Remediation):** Ms. Knox summarized a Time & Materials request to treat and clean up a significantly affected area showing rodent infestation. Mr. MacMillan added that the district has engaged a specialized pest management firm to evaluate the condition.
- **RDA Amendment – Industrial Hygienist & Design Services (Gym Mold):** Ms. Knox reviewed an architectural services amendment from RDA split into two parts:
 - *Part 1 (VERTEX Oversight):* Requests \$20,000 (plus 10% RDA overhead) for additional industrial hygienist monitoring days. The committee reviewed the remaining \$141K allowance budget, and ECC recommended approval.
 - *Part 2 (Gym Design Services):* Requests \$15,000 for extensive design and consulting services due to a complex, unforeseen mold condition discovered within the big gym walls. Investigation suggests a 1996 building addition left unsealed building wrap and inadequate flashing alongside the original 1963 masonry wall. Chasing the mold creates an interior wall project outside the contract scope.
 - *Committee Action:* Expressing reservations regarding the ultimate depth of the gym mold project, Ms. Knox recommended a partial, scaled approval capped at \$5,000 on a Time and Materials basis.

6. Formal Motions and Votes

As this meeting was conducted in person, votes were recorded as follows:

A. COR #003R1: Unforeseen Louvers

- **Motion:** Moved by Ed McManus, seconded by Peter Troy, to approve COR #003R1.
- **Vote:** Approved 4-0 (McMcManus-Yes; Troy-Yes; Long-Yes; Henderson-Yes).

B. COR #007R1: Gutters and Soffit

- **Motion:** Moved by Peter Troy, seconded by Meredith Henderson, to approve COR #007R1.

- **Vote:** Approved 4-0 (McMcManus-Yes; Troy-Yes; Long-Yes; Henderson-Yes).

C. COR #008R1: Sheathing and Vestibule Roof

- **Motion:** Moved by Peter Troy, seconded by Jackie Long, to approve COR #008R1.
- **Vote:** Approved 4-0 (McMcManus-Yes; Troy-Yes; Long-Yes; Henderson-Yes).

D. COR #013: Pest Management Remediation

- **Motion:** Moved by Peter Troy, seconded by Ed McManus, to approve COR #013 on a Time & Materials basis not to exceed \$5,000.
- **Vote:** Approved 4-0 (McMcManus-Yes; Troy-Yes; Long-Yes; Henderson-Yes).

E. COR RDA: Industrial Hygienist Allowance & Partial Gym Design Services

- **Motion:** Moved by Ed McManus, seconded by Jackie Long, to approve Part 1 (VERTEX hygienist costs) and a partial Part 2 (capped at a Not-to-Exceed threshold of \$5,000 on a Time and Materials basis).
- **Vote:** Approved 4-0 (McMcManus-Yes; Troy-Yes; Long-Yes; Henderson-Yes).

7. New Business

None.

8. Next Meeting Date

The next regular meeting is scheduled for **Wednesday, May 20, 2026**.

9. Adjournment

- **Motion:** Moved by Ed McManus, seconded by Meredith Henderson, to adjourn the meeting.
- **Vote:** Approved 4-0 (McMcManus-Yes; Troy-Yes; Long-Yes; Henderson-Yes).

The meeting was adjourned at 6:37 PM.

Minutes Prepared By: Michael MacMillan

Minutes Approved On: